



Manpower Standard

★ OPERATIONAL CONTRACTING

★ This Air Force Manpower Stanadard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload.. This function supports an objective wing Operational Contracting Squadron in Air Mobility Command, Air Combat Command, US Air Forces Europe, Pacific Air Forces, Air Education and Training Command, Air Force Academy, and Air Force Special Operations Command during peacetime. It does not apply to the Air National Guard, Air Force Reserve, or flights that have been cost compared (OMB Circular A-76). Bases should develop negative variances to account for processes not performed or performed by contract, and positive variances for processes performed but not included in the AFMS. This AFMS was developed for the objective wing, Operational Contracting Squadron, in accordance with policy and guidance from the Air Staff; all 70 series regulations; AFM 64-108, *Service Contracts*; Federal Acquisition Regulations (FAR); Defense Acquisition Regulations (DFARs); Air Force Acquisition Regulations (AFFARs); and AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFMEA/AEDC, 550 E Street East, Randolph AFB, Texas 78150-4451.

★ SUMMARY OF CHANGES

This AFMS supersedes AFMS 12A0, 8 September 1994. It implements format changes to comply with SAF requirements. It also adds a Director of Contract Operations and a senior noncommissioned officer (NCO) to perform as the contracting squadron superintendent. The manpower table reflects these additional requirements. Attachment 3 contains several new and updated variances to support missions not covered in the core process oriented description. Changes are identified with a ★.

1. Core Composition. The Operational Contracting Squadron provides the installation and tenant unit commanders with the contractual coverage required to support the daily operation of the installation missions. This is in accordance with all statutes and implementing regulations, and in the most cost-effective manner possible. This AFMS was developed for an Operational Contracting Squadron to support an objective wing having a population of 3055 authorizations

1.1. Responsibilities:

★1.1.1. **Contract Operations and Oversight.** Performs duties of the Small and Small Disadvantaged Business Utilization Specialist (SDABUS) and duties associated with competition advocacy in accordance with all statutes. Performs oversight of individual contracting

actions, administers contracting programs, and oversees and administers training requirements.

1.1.2. **Construction Contracting Flight.** This flight purchases and administers all construction contracts, including Simplified Acquisition Base Engineered Requirements (SABER) and small purchase construction requirements.

1.1.3. **Management Analysis and Support Flight.** This flight processes Standard Forms 129, **Solicitation Mailing List Application**; automated purchase orders; computer-generated requests for quotes; and AF Forms 9, **Request for Purchase**.

1.1.4. **Commodities Contracting Flight.** This flight purchases and administers commodities blanket purchase agreements and commodities contracts.

1.1.5. **Services Contracting Flight.** This flight purchases and administers service contracts, small

service purchases (including Contract Repair Service (CRS) and service blanket purchase agreements (BPA)), and Architectural and Engineering contracts.

★1.2. **Core Manpower Requirement.** 28

1.3. **Core Manpower Range.** 24-36

2. Standard Data:

2.1. **Approval Date.** July 1992

2.2. **Manpower Data Source.** Workshop measurement.

2.3. Manpower Equations:

★2.3.1. **Contract Operations and Oversight.** Allocate a Director of Contract Operations and a senior contracting NCO for each contracting squadron. $Y=2$ (Constant Manpower). Manpower requirements should be added to FAC 12A0, Command.

2.3.2. **Services Flight, FAC 12D1.** $Y = 5+.0004712X$

2.3.3. **Commodities Flight, FAC 12C1.** See matrix below. The range (7 - 10 manpower authorizations) is based on base population:

Base Population	Amount for Commodities
0-3055	7
3056-4999	8
5000-7999	9
8000+	10

2.3.4. **Construction Flight, FAC 12A1.** $Y=7$ (Constant Manpower)

2.3.5. **Management Analysis, FAC 12B1.** See matrix below. The range (3 - 8 manpower authorizations) is based on total authorizations for services, commodities, construction, and variances.

Total Authorizations (Services+Commodities+ Construction+Variances)	Amount for Management Analysis
39 +	8
34 - 38	7
29 - 33	6
24 - 28	5
21 - 23	4
0 - 20	3

2.4. Workload Factor (WLF):

2.4.1. **Title.** Base Population.

2.4.2. **Definition.** The total number of military and civilian (funded) authorizations to include host and tenant organizations and CMEs, in File Part A, Unit

Authorizations File. **NOTE:** AETC is authorized to include PCS Student Population in count.

2.4.3. **Source.** Unit Manpower Document (UMD), File Part A.

2.5. Primary Points of Contact:

2.5.1. **AFMEA Representative.** Mr Ed Craig, AFMEA/AEDC, DSN 487-5911.

2.5.2. **Functional Representative.** Lt Col Mary D. Kringer, SAF/AQCO, DSN 224-1732.

3. Application Instructions:

3.1. **Step 1.** Determine the authorized population, using the WLF in para 2.4, by summing the last fiscal quarter authorized (File Part A only) totals for all units supported by the installation. Substitute this figure for "X" in para 2.3.2 and solve the manpower equation for the Services Flight. Add results to para 2.3.1.

3.2. **Step 2.** Determine the manpower for the Commodities Flight from para 2.3.3 using the authorized population from para 2.4.

3.3. **Step 3.** Add results of Steps 1 and 2 to para 2.3.4.

3.4. **Step 4.** Determine variance manpower applicable to your location. Approved variances are located at Attachment 3.

3.5. **Step 5.** Add/subtract the manpower obtained from Step 4 to the manpower obtained in Step 3. Round results to next whole manpower value because the overload factor was considered in the manpower equations.

3.6. **Step 6.** Based on the results of Step 5, determine the manpower for the Management Analysis Flight, para 2.3.5.

3.7. **Step 7.** Add results from Steps 5 and 6. **NOTE:** Do not divide by the Man-hour Availability Factor (MAF) because this equation uses manpower, not man-hours.

3.8. Using the results from Step 7, refer to the Standard Manpower Table, Attachment 2, to determine grade and skill break-outs.

4. Statement of Conditions. The squadron's normal hours of operation are 8 hours a day, 5 days a week. No environmental or physiological factors were identified having a manpower impact.

BENJAMIN N. CHAPMAN, Lt Col, USAF
Chief, Plans & Productivity Division

Attachments

1. Process Oriented Description
2. Standard Manpower Table
3. Approved Variances
4. Process Analysis Summary

PROCESS ORIENTED DESCRIPTION**OPERATIONAL CONTRACTING****A1.1. SOLICITATION AND ADMINISTRATION OF SERVICE CONTRACT:**

- A1.1.1. RECEIVES PERFORMANCE WORK STATEMENT (PWS) AND QUALITY ASSURANCE SURVEILLANCE PLAN (QASP).
- A1.1.2. RECEIVES COMPLETE PR PACKAGE.
- A1.1.3. PERFORMS PRE-SOLICITATION.
- A1.1.4. PREPARES SOLICITATION PACKAGE.
- A1.1.5. ISSUES SOLICITATION PACKAGE.
- A1.1.6. CONDUCTS PRE-SOLICITATION CONFERENCE/SITE VISIT.
- A1.1.7. PREPARES AMENDMENT.
- A1.1.8. PROCESSES INVITATION FOR BID (IFB).
- A1.1.9. PROCESSES REQUESTS FOR PROPOSAL (RFQ):
 - A1.1.9.1. RECEIVES/EVALUATES PROPOSALS.
 - A1.1.9.2. CONDUCTS NEGOTIATION.
- A1.1.10. AWARDS CONTRACT.
- A1.1.11. PREPARES FOR PERFORMANCE.
- A1.1.12. CONDUCTS SITE VISIT.
- A1.1.13. PROCESSES PAYMENTS.
- A1.1.14. PREPARES MODIFICATIONS.
- A1.1.15. ISSUES CURE/SHOW CAUSE NOTICE.
- A1.1.16. PREPARES CONTRACT FOR CLOSEOUT.
- A1.1.17. RECEIVES AND REVIEWS DISPUTE CLAIM.
- A1.1.18. EVALUATES AND PROCESSES CLAIM.
- A1.1.19. RECEIVES AND PROCESSES APPEAL.
- A1.1.20. RESPONDS TO DISCOVERY.
- A1.1.21. PREPARES FOR AND RESPONDS TO ARMED SERVICES BOARD OF CONTRACT APPEALS (ASBCA) HEARING REQUIREMENTS.
- A1.1.22. PROCESSES DENIAL OR UPHOLDS CLAIM.
- A1.1.23. RECEIVES AND REVIEWS PROTEST.
- A1.1.24. RESPONDS TO PROTEST.
- A1.1.25. PREPARES PROTEST FILE (PROTESTS BEYOND LOCAL LEVEL).
- A1.1.26. PROVIDES TESTIMONY/DEPOSITION (GENERAL SERVICES BOARD OF CONTRACT APPEALS PROTESTS ONLY).
- A1.1.27. AWARDS CONTRACT IN FACE OF PROTEST (PROTEST BEFORE AWARD ONLY).
- A1.1.28. PROCESSES STOP-WORK ORDER (PROTEST AFTER AWARD ONLY).
- A1.1.29. DEVELOPS EVALUATION CRITERIA AND STANDARD FOR FORMAL SELECTION OF SOURCES.
- A1.1.30. CONDUCTS BUSINESS STRATEGY PANEL.
- A1.1.31. PREPARES SOURCE SELECTION PLAN.
- A1.1.32. ACCOMPLISHES PRE-SELECTION ACTION.
- A1.1.33. DEVELOPS SOLICITATION PROVISION.
- A1.1.34. PROCESSES CLARIFICATION REQUEST (CR) AND DEFICIENCY REPORT (DR).
- A1.1.35. PREPARES REPORT.
- A1.1.36. BRIEFS SOURCE SELECTION TEAM ADVISORS AND SOURCE SELECTION AUTHORITY (SSA) ON EVALUATIONS.
- A1.1.37. PERFORMS POST-AWARD ACTION.
- A1.1.38. ESTABLISHES AWARD FEE BOARD.
- A1.1.39. ESTABLISHES AWARD FEE CRITERIA.
- A1.1.40. DEVELOPS SOLICITATION PROVISION.
- A1.1.41. DEVELOPS SURVEILLANCE PROCEDURE.
- A1.1.42. PREPARES DOCUMENT FOR AWARD.

- A1.1.43. CONDUCTS AWARD FEE BOARD.
- A1.1.44. PREPARES MODIFICATIONS.
- A1.1.45. RECEIVES AND PROCESSES CONGRESSIONAL INQUIRY OR REQUEST.
- A1.1.46. RECEIVES AND PROCESSES FREEDOM OF INFORMATION ACT REQUEST.
- A1.1.47. PERFORMS RATIFICATION.

A1.2. AWARD/ADMINISTRATION OF SMALL PURCHASE:

- A1.2.1. RECEIVES PURCHASE REQUEST (PR) FOLDER.
- A1.2.2. AWARDS PURCHASE ORDER.
- A1.2.3. RECEIVES COMPLAINT/NOTICE OF ERROR.
- A1.2.4. RECEIVES REPORT OF DISCREPANCY (ROD).
- A1.2.5. PERFORMS FOLLOW-UP.
- A1.2.6. COMPLETES MODIFICATION.
- A1.2.7. RECEIVES REQUEST FOR BLANKET PURCHASE AGREEMENT (BPA).
- A1.2.8. AWARDS BPA. AWARD DOCUMENTS.
- A1.2.9. ADMINISTERS BPA.
- A1.2.10. PROCESSES CALL LETTER.
- A1.2.11. MAINTAINS PRICE LIST.
- A1.2.12. PREPARES MODIFICATION.
- A1.2.13. RECEIVES PR FOLDER.
- A1.2.14. PERFORMS PRE-SOLICITATION.
- A1.2.15. AWARDS PURCHASE ORDER.
- A1.2.16. ADMINISTERS PURCHASE ORDER/CRS.
- A1.2.17. PREPARES MODIFICATION.

A1.3. SOLICITATION, AWARD, AND ADMINISTRATION OF CONSTRUCTION CONTRACT:

- A1.3.1. RECEIVES SPECIFICATION AND DRAWING.
- A1.3.2. RECEIVES PR PACKAGE.
- A1.3.3. PERFORMS PRE-SOLICITATION ACTION.
- A1.3.4. PREPARES SOLICITATION PACKAGE.
- A1.3.5. ISSUES SOLICITATION PACKAGE.
- A1.3.6. CONDUCTS PRE-SOLICITATION CONFERENCE/SITE VISIT.
- A1.3.7. PREPARES AMENDMENT.
- A1.3.8. PROCESSES INVITATION FOR BID.
- A1.3.9. PROCESSES REQUEST FOR PROPOSAL:
 - A1.3.9.1. RECEIVES/EVALUATES PROPOSAL.
 - A1.3.9.2. CONDUCTS NEGOTIATIONS.
- A1.3.10. PREPARES AWARD.
- A1.3.11. PREPARES FOR ADMINISTRATION/PERFORMANCE.
- A1.3.12. ADMINISTERS PERFORMANCE.
- A1.3.13. PROCESSES PROGRESS PAYMENT.
- A1.3.14. PERFORMS LABOR CHECK.
- A1.3.15. CONDUCTS SITE VISIT.
- A1.3.16. PREPARES MODIFICATION AND OBTAINS SIGNATURES.
- A1.3.17. PERFORMS FINAL INSPECTION/PAYMENT.
- A1.3.18. ISSUES CURE/SHOW CAUSE NOTICE.
- A1.3.19. PERFORMS CONTRACT CLOSEOUT.
- A1.3.20. PERFORMS WARRANTY ACTION.
- A1.3.21. RECEIVES AND REVIEWS DISPUTE CLAIM.
- A1.3.22. EVALUATES AND PROCESSES CLAIM.
- A1.3.23. RECEIVES AND PROCESSES APPEAL.
- A1.3.24. RESPONDS TO DISCOVERY.
- A1.3.25. PREPARES FOR AND RESPONDS TO ARMED SERVICES BOARD OF CONTRACT APPEALS (ASBCA) HEARING REQUIREMENTS.

A1.3.26. PROCESSES DENIAL OR UPHOLDS CLAIM.
A1.3.27. RECEIVES AND REVIEWS PROTEST.
A1.3.28. RESPONDS TO PROTEST.
A1.3.29. PREPARES PROTEST FILE (PROTESTS BEYOND LOCAL LEVEL).
A1.3.30. PROVIDES TESTIMONY/DEPOSITION (GENERAL SERVICES BOARD OF CONTRACT APPEALS PROTESTS ONLY).
A1.3.31. AWARDS CONTRACT IN FACE OF PROTEST (PROTEST BEFORE AWARD ONLY).
A1.3.32. PROCESSES STOP-WORK ORDER (PROTEST AFTER AWARD ONLY).
A1.3.33. DEVELOPS EVALUATION CRITERIA AND STANDARD FOR FORMAL SELECTION OF SOURCES.
A1.3.34. CONDUCTS BUSINESS STRATEGY PANEL.
A1.3.35. PREPARES SOURCE SELECTION PLAN.
A1.3.36. ACCOMPLISHES PRE-SELECTION ACTION.
A1.3.37. DEVELOPS SOLICITATION PROVISION.
A1.3.38. PROCESSES CR AND DR.
A1.3.39. PREPARES REPORT.
A1.3.40. BRIEFS SOURCE SELECTION TEAM ADVISORS AND SSA ON EVALUATIONS.
A1.3.41. PERFORMS POST-AWARD ACTION.
A1.3.42. ESTABLISHES AWARD FEE BOARD.
A1.3.43. ESTABLISHES AWARD FEE CRITERIA.
A1.3.44. DEVELOPS SOLICITATION PROVISION.
A1.3.45. DEVELOPS SURVEILLANCE PROCEDURE.
A1.3.46. PREPARES DOCUMENT FOR AWARD.
A1.3.47. CONDUCTS AWARD FEE BOARD.
A1.3.48. PREPARES MODIFICATIONS.
A1.3.49. RECEIVES AND PROCESSES CONGRESSIONAL INQUIRY OR REQUEST.
A1.3.50. RECEIVES AND PROCESSES FREEDOM OF INFORMATION ACT REQUEST.
A1.3.51. PERFORMS RATIFICATION.

A1.4. SOLICITATION, AWARD, AND ADMINISTRATION OF ARCHITECT ENGINEERING REQUIREMENT:

A1.4.1. PREPARES SYNOPSIS.
A1.4.2. PERFORMS PRE-SOLICITATION ACTIONS.
A1.4.3. PREPARES SOLICITATION.
A1.4.4. RECEIVES AND EVALUATES PROPOSAL.
A1.4.5. CONDUCTS NEGOTIATION.
A1.4.6. AWARDS CONTRACT.
A1.4.7. RECEIVES INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ) DELIVERY ORDERS.
A1.4.7.1. RECEIVES PR REQUEST.
A1.4.7.2. PREPARES AWARD DELIVERY ORDER.
A1.4.8. PREPARES FOR ADMINISTRATION/PERFORMANCE.
A1.4.9. ADMINISTERS PERFORMANCE.
A1.4.10. PREPARES MODIFICATION.
A1.4.11. ISSUES CURE/SHOW CAUSE NOTICE.
A1.4.12. PERFORMS CONTRACT CLOSE-OUT.
A1.4.13. PERFORMS ARCHITECTURAL AND ENGINEERING LIABILITY ACTION.

A1.5. SOLICITATION, AWARD, AND ADMINISTRATION OF COMMODITIES CONTRACT:

A1.5.1. RECEIVES PURCHASE DESCRIPTION.
A1.5.2. RECEIVES COMPLETE PR PACKAGE.
A1.5.3. PERFORMS PRE-SOLICITATION.
A1.5.4. PREPARES SOLICITATION PACKAGE.
A1.5.5. ISSUES SOLICITATION PACKAGE.
A1.5.6. CONDUCTS PRE-SOLICITATION CONFERENCE/SITE VISIT.
A1.5.7. PREPARES AMENDMENT.
A1.5.8. PROCESSES IFB.

A1.5.9. PROCESSES RFQ:

- A1.5.9.1. RECEIVES/EVALUATES PROPOSALS.
- A1.5.9.2. CONDUCTS NEGOTIATION.
- A1.5.10. PREPARES AWARD.
- A1.5.11. ADMINISTERS CONTRACT.
- A1.5.12. PREPARES MODIFICATION.
- A1.5.13. ISSUES CURE/SHOW CAUSE NOTICE.
- A1.5.14. PREPARES CONTRACT FOR CLOSEOUT.
- A1.5.15. PERFORMS WARRANTY ACTION.
- A1.5.16. RECEIVES AND REVIEWS DISPUTE CLAIM.
- A1.5.17. EVALUATES AND PROCESSES CLAIM.
- A1.5.18. RECEIVES AND PROCESSES APPEAL.
- A1.5.19. RESPONDS TO DISCOVERY.
- A1.5.20. PREPARES FOR AND RESPONDS TO ARMED SERVICES BOARD OF CONTRACT APPEALS (ASBCA) HEARING REQUIREMENTS.
- A1.5.21. PROCESSES DENIAL OR UPHOLDS CLAIM.
- A1.5.22. RECEIVES AND REVIEWS PROTEST.
- A1.5.23. RESPONDS TO PROTEST.
- A1.5.24. PREPARES PROTEST FILE (PROTESTS BEYOND LOCAL LEVEL).
- A1.5.25. PROVIDES TESTIMONY/DEPOSITION (GENERAL SERVICES BOARD OF CONTRACT APPEALS PROTESTS ONLY).
- A1.5.26. AWARDS CONTRACT IN FACE OF PROTEST (PROTEST BEFORE AWARD ONLY).
- A1.5.27. PROCESSES STOP-WORK ORDER (PROTEST AFTER AWARD ONLY).
- A1.5.28. DEVELOPS EVALUATION CRITERIA AND STANDARD FOR FORMAL SELECTION OF SOURCES.
- A1.5.29. CONDUCTS BUSINESS STRATEGY PANEL.
- A1.5.30. PREPARES SOURCE SELECTION PLAN.
- A1.5.31. ACCOMPLISHES PRE-SELECTION ACTION.
- A1.5.32. DEVELOPS SOLICITATION PROVISION.
- A1.5.33. PROCESSES CR AND DR.
- A1.5.34. PREPARES REPORT.
- A1.5.35. BRIEFS SOURCE SELECTION TEAM ADVISORS AND SSA ON EVALUATIONS.
- A1.5.36. PERFORMS POST-AWARD ACTION.
- A1.5.37. ESTABLISHES AWARD FEE BOARD.
- A1.5.38. ESTABLISHES AWARD FEE CRITERIA.
- A1.5.39. DEVELOPS SOLICITATION PROVISION.
- A1.5.40. DEVELOPS SURVEILLANCE PROCEDURE.
- A1.5.41. PREPARES DOCUMENT FOR AWARD.
- A1.5.42. CONDUCTS AWARD FEE BOARD.
- A1.5.43. PREPARES MODIFICATIONS.
- A1.5.44. RECEIVES AND PROCESSES CONGRESSIONAL INQUIRY OR REQUEST.
- A1.5.45. RECEIVES AND PROCESSES FREEDOM OF INFORMATION ACT REQUEST.
- A1.5.46. PERFORMS RATIFICATION.

A1.6. PROCESS ELECTRONICALLY TRANSMITTED DEMAND.

A1.7. PROCESS COMPUTER GENERATED ORDER:

- A1.7.1. PROCESSES AUTOMATED CUSTOMER INPUT.
- A1.7.2. PROCESSES AUTOMATED SYSTEM GENERATED OUTPUT.

A1.8. PROCESS MANUALLY TRANSMITTED DEMANDS.

A1.9. INPUT BIDDERS MAILING LIST:

- A1.9.1. RECEIVES INITIAL REQUEST.
- A1.9.2. PROCESSES VENDOR LOAD.

A1.9.3. COMPLETES STANDARD FORM 129 PACKAGE.

A1.10. ADMINISTRATION OF CONTRACT AWARDED ELSEWHERE.

★ A1.11. MANAGEMENT OF CONTRACTING OPERATIONS AND OVERSIGHT:

A1.11.1. CHAIRS CONTRACT REVIEW COMMITTEE:

A1.11.1.1. ENSURES THE PROPRIETY, COMPLETENESS, AND LEGALITY OF CONTRACTING ACTIONS.

A1.11.1.2. ESTABLISHES AND ASSESSES OPERATING PROCEDURES.

A1.11.1.3. MONITORS SQUADRON OPERATING PROCEDURES AND CORRECTS WEAKNESSES OR DEFICIENCIES.

A1.11.1.4. PROCESSES BUSINESS CLEARANCE/AWARD REQUESTS.

A1.11.2. REVIEWS ALL REQUESTS FOR APPOINTMENT OF CONTRACTING OFFICERS AND EXISTING WARRANTS; MAKES RECOMMENDATIONS FOR APPOINTMENT CONTINUATION AND ALTERATION OF TERMINATION OF APPOINTMENT.

A1.11.3. EVALUATES SQUADRON'S MANAGEMENT REPORTS:

A1.11.3.1. DEVELOPS MEASURES TO COUNTERACT UNFAVORABLE TRENDS OR POTENTIAL PROBLEM AREAS DISCLOSED BY THESE REPORTS.

A1.11.3.2. OBTAINS, VALIDATES, AND ANALYZES DATA.

A1.11.4. PERFORMS AS CUSTOMER FOCAL POINT; RESOLVES SERIOUS AND COMPLEX ISSUES ARISING BETWEEN SQUADRONS AND REQUIRING ACTIVITIES.

A1.11.5. DEVELOPS CONTRACTING PROCEDURES TO IMPLEMENT POLICY ISSUED BY HIGHER AUTHORITY; IMPLEMENTS COMPLIANCE WITH FEDERAL CONTRACTING STATUTES, OFPP POLICY, AND EXECUTIVE ORDERS.

A1.11.6. EXERCISES FINAL SIGNATORY AUTHORITY ON CONTRACTS IN EXCESS OF FLIGHT CHIEF'S CONTRACTING OFFICER WARRANT.

A1.11.7. RENDERS FINAL CONTRACTING OFFICER DECISION ON DISPUTE/CLAIM ACTIONS.

A1.11.8. CHAIRS ACQUISITION STRATEGY PANEL; DETERMINES THE PROPER CONTRACTING APPROACH AND CONTRACT TYPE FOR THE MORE COMPLICATED OR UNUSUAL ACQUISITIONS.

A1.11.9. MANAGES OR PERFORMS BOTH COMPETITION ADVOCATE DUTIES AND THE SMALL AND DISADVANTAGED BUSINESS UTILIZATION PROGRAM RESPONSIBILITIES:

A1.11.9.1. MAINTAINS LIAISON WITH COMMERCIAL ACTIVITIES; OBTAINS DATA ON CURRENT MARKETING TRENDS.

A1.11.9.2. INTERFACES WITH AND PROVIDES ASSISTANCE TO CONTRACTORS.

A1.11.9.3. DETERMINES WHICH PROCUREMENTS WILL BE SET ASIDE FOR SMALL BUSINESS ADMINISTRATION (SBA) AS 8(A) CANDIDATES UNDER THE 8(A) PROGRAM TO SUPPORT SOCIALLY AND ECONOMICALLY DISADVANTAGED CONTRACTORS.

A1.11.9.4. DEVELOPS SOCIO-ECONOMIC DOLLAR GOALS FOR EACH FISCAL YEAR.

A1.11.9.5. CONDUCTS SDABUS TRAINING FOR SQUADRON PERSONNEL.

A1.11.10. PREPARES EXECUTIVE-LEVEL STUDIES, CORRESPONDENCE, AND BRIEFINGS TO SENIOR BASE AND MAJCOM OFFICIALS.

A1.11.11. MANAGES SQUADRON TRAINING AND INSPECTION PROGRAMS:

A1.11.11.1. MANAGES THE ACQUISITION PROFESSIONAL DEVELOPMENT PROGRAM.

A1.11.11.2. PROVIDES CAREER COUNSELING AND MANAGES FORMAL TRAINING.

A1.11.11.3. DEVELOPS SQUADRON INSPECTION/COMPLIANCE PROGRAMS.

A1.11.11.4. DEVELOPS AND EXECUTES THE CONTINGENCY CONTRACTING OFFICER TRAINING PROGRAM.

INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Operational Contracting/12A0			3214.0 - 17516.3								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Contracting	64P4	MAJ									
Contracting	64P3	CPT	1	1	1	1	1	1	1	1	1
Contracting	64P3	LT	1	1	1	1	1	2	2	2	2
Contracting Manager	6C000	CMS									
Contracting Supt	6C091	SMS	1	1	1	1	1	1	1	1	1
Contracting Crftmn	6C071	MSG	2	2	2	2	2	2	3	3	3
Contracting Crftmn	6C071	TSG	3	4	4	4	4	4	4	5	5
Contracting Jrnymn	* 6C051	SSG	7	7	8	8	8	8	8	8	9
Contracting Jrnymn	* 6C051	SRA	3	3	3	3	4	4	4	4	4
Contracting Apr	* 6C031	A1C	2	2	2	3	3	3	3	3	3
TOTAL			20	21	22	23	24	25	26	27	28
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Contracting	64P4	MAJ									
Contracting	64P3	CPT	2	2	2	2	2	2	2	2	2
Contracting	64P3	LT	2	3	3	3	3	3	3	3	3
Contracting Manager	6C000	CMS									
Contracting Supt	6C091	SMS	1	1	1	1	1	1	1	1	1
Contracting Crftmn	6C071	MSG	3	3	3	3	4	4	4	4	4
Contracting Crftmn	6C071	TSG	5	5	5	5	5	6	6	6	6
Contracting Jrnymn	* 6C051	SSG	9	9	10	10	10	10	11	12	12
Contracting Jrnymn	* 6C051	SRA	4	4	4	5	5	5	5	5	5
Contracting Apr	* 6C031	A1C	3	3	3	3	3	3	3	3	4
*A 3A0X1 or 3S0X1 may be substituted for the 6C031 or 6C051.											
NOTE: Director of Contract Operations may be a civilian position based on available resources.											
TOTAL			29	30	31	32	33	34	35	36	37

AF Form 1113, JUN 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Operational Contracting/12A0			3214.0 - 17516.3								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Contracting	64P4	MAJ									
Contracting	64P3	CPT	2	2	2	2	2	2	2	3	3
Contracting	64P3	LT	3	3	3	3	3	3	3	3	3
Contracting Manager	6C000	CMS						1	1	1	1
Contracting Supt	6C091	SMS	1	1	1	1	1	1	1	1	1
Contracting Crftmn	6C071	MSG	4	4	4	4	4	4	4	4	4
Contracting Crftmn	6C071	TSG	6	7	7	7	7	7	8	8	8
Contracting Jrnymn	* 6C051	SSG	13	13	14	14	15	15	15	15	16
Contracting Jrnymn	* 6C051	SRA	5	5	5	6	6	6	6	6	6
Contracting Apr	* 6C031	A1C	4	4	4	4	4	4	4	4	4
TOTAL			38	39	40	41	42	43	44	45	46
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Contracting	64P4	MAJ			1	1	1	1	1	1	1
Contracting	64P3	CPT	3	3	3	3	3	3	3	3	3
Contracting	64P3	LT	3	3	3	3	3	3	3	3	3
Contracting Manager	6C000	CMS	1	1	1	1	1	1	1	1	1
Contracting Supt	6C091	SMS	1	1	1	1	1	1	1	1	1
Contracting Crftmn	6C071	MSG	4	4	4	5	5	5	6	6	6
Contracting Crftmn	6C071	TSG	8	8	8	8	8	9	9	9	9
Contracting Jrnymn	* 6C051	SSG	17	17	17	17	17	17	17	18	18
Contracting Jrnymn	* 6C051	SRA	6	7	7	7	8	8	8	8	8
Contracting Apr	* 6C031	A1C	4	4	4	4	4	4	4	4	5
*A 3A0X1 or 3S0X1 may be substituted for the 6C031 or 6C051.											
NOTE: Director of Contract Operations may be a civilian position based on available resources											
TOTAL			47	48	49	50	51	52	53	54	55

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Operational Contracting/12A0			3214.0 - 17516.3								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Contracting	64P4	MAJ	1	1	1	1	1	1	1	1	1
Contracting	64P3	CPT	3	3	3	4	4	4	4	4	4
Contracting	64P3	LT	4	4	4	4	4	4	4	4	4
Contracting Manager	6C000	CMS	1	1	1	1	1	1	1	1	1
Contracting Supt	6C091	SMS	1	2	2	2	2	2	2	2	2
Contracting Crftmn	6C071	MSG	6	6	6	6	6	6	6	7	7
Contracting Crftmn	6C071	TSG	9	9	9	9	10	10	10	10	10
Contracting Jrnymn	* 6C051	SSG	18	18	19	19	19	20	20	20	21
Contracting Jrnymn	* 6C051	SRA	8	8	8	8	8	8	9	9	9
Contracting Apr	* 6C031	A1C	5	5	5	5	5	5	5	5	5
TOTAL			56	57	58	59	60	61	62	63	64
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Contracting	64P4	MAJ	1	1	1	1	1	1	1	1	1
Contracting	64P3	CPT	4	4	4	4	4	4	4	4	4
Contracting	64P3	LT	4	4	4	4	4	4	4	4	5
Contracting Manager	6C000	CMS	1	1	1	1	1	1	1	1	1
Contracting Supt	6C091	SMS	2	2	2	2	2	2	2	2	2
Contracting Crftmn	6C071	MSG	7	7	7	7	7	7	7	7	7
Contracting Crftmn	6C071	TSG	11	11	11	11	11	11	11	12	12
Contracting Jrnymn	* 6C051	SSG	21	21	22	22	22	22	23	23	23
Contracting Jrnymn	* 6C051	SRA	9	10	10	10	10	11	11	11	11
Contracting Apr	* 6C031	A1C	5	5	5	6	7	7	7	7	7
* A 3A0X1 or 3S0X1 may be substituted for the 6C031 or 6C051.											
NOTE: Director of Contract Operations may be a civilian position based on available resources											
TOTAL			65	66	67	68	69	70	71	72	73

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Operational Contracting/12A0			3214.0 - 17516.3								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Contracting	64P4	MAJ	1	1	1	1	1	1	1	1	1
Contracting	64P3	CPT	4	4	5	5	5	5	5	5	5
Contracting	64P3	LT	5	5	5	5	5	5	5	5	5
Contracting Manager	6C000	CMS	1	1	1	1	1	1	1	1	1
Contracting Supt	6C091	SMS	2	2	2	2	2	2	2	2	2
Contracting Crftmn	6C071	MSG	8	8	8	8	8	8	8	9	9
Contracting Crftmn	6C071	TSG	12	12	12	13	13	13	13	13	13
Contracting Jrnymn	* 6C051	SSG	23	24	24	24	25	25	26	26	26
Contracting Jrnymn	* 6C051	SRA	11	11	11	11	11	12	12	12	12
Contracting Apr	* 6C031	A1C	7	7	7	7	7	7	7	7	8
TOTAL			74	75	76	77	78	79	80	81	82
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Contracting	64P4	MAJ	1	1	1	1	1	1	1	1	1
Contracting	64P3	CPT	5	5	5	6	6	6	6	6	6
Contracting	64P3	LT	5	5	6	6	6	6	6	6	6
Contracting Manager	6C000	CMS	1	1	1	1	1	1	1	1	1
Contracting Supt	6C091	SMS	2	2	2	2	2	2	2	2	2
Contracting Crftmn	6C071	MSG	9	9	9	9	9	9	9	9	10
Contracting Crftmn	6C071	TSG	14	14	14	14	14	14	15	15	15
Contracting Jrnymn	* 6C051	SSG	26	27	27	27	28	28	28	29	29
Contracting Jrnymn	* 6C051	SRA	12	12	12	12	12	13	13	13	13
Contracting Apr	* 6C031	A1C	8	8	8	8	8	8	8	8	8
* A 3A0X1 or 3S0X1 may be substituted for the 6C031 or 6C051.											
NOTE: Director of Contract Operations may be a civilian position based on available resources											
TOTAL			83	84	85	86	87	88	89	90	91

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Operational Contracting/12A0			3214.0 - 17516.3								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Contracting	64P4	MAJ	1	1	1	1	1	1	1	1	1
Contracting	64P3	CPT	6	6	6	6	6	6	6	6	6
Contracting	64P3	LT	6	6	6	6	6	6	6	6	6
Contracting Manager	6C000	CMS	1	1	1	1	1	1	1	1	1
Contracting Supt	6C091	SMS	2	3	3	3	3	3	3	3	3
Contracting Crftmn	6C071	MSG	10	10	10	10	10	10	10	10	10
Contracting Crftmn	6C071	TSG	15	15	15	16	16	16	16	16	16
Contracting Jrnymn	* 6C051	SSG	30	30	31	31	31	32	32	32	33
Contracting Jrnymn	* 6C051	SRA	13	13	13	13	13	13	14	14	14
Contracting Apr	* 6C031	A1C	8	8	8	8	9	9	9	10	10
TOTAL			92	93	94	95	96	97	98	99	100
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Contracting	64P4	MAJ	1	1	1	1	1	2	2	2	2
Contracting	64P3	CPT	6	6	6	6	7	7	7	7	7
Contracting	64P3	LT	6	6	7	7	7	7	7	7	7
Contracting Manager	6C000	CMS	1	1	1	1	1	1	1	1	1
Contracting Supt	6C091	SMS	3	3	3	3	3	3	3	3	3
Contracting Crftmn	6C071	MSG	11	11	11	11	11	11	11	11	11
Contracting Crftmn	6C071	TSG	16	17	17	17	17	17	18	18	18
Contracting Jrnymn	* 6C051	SSG	33	33	33	34	34	34	34	34	35
Contracting Jrnymn	* 6C051	SRA	14	14	14	14	14	14	14	15	15
Contracting Apr	* 6C031	A1C	10	10	10	10	10	10	10	10	10
* A 3A0X1 or 3S0X1 may be substituted for the 6C031 or 6C051.											
NOTE: Director of Contract Operations may be a civilian position based on available resources											
TOTAL			101	102	103	104	105	106	107	108	109

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APPROVED VARIANCES

OPERATIONAL CONTRACTING

NOTE: All variances are in whole manpower.

★A3.1. **Title.** Negative Mission Variance for Director of Contract Operations.

A3.1.1. **Definition.** Location limits the type and number of contracting actions performed by the contracting squadron. Director of Contract Operations functions will be performed as additional duties by other squadron personnel.

A3.1.2. **Impact.** -1 (officer requirement)

A3.1.3. **Applicability.** Lajes AB Azores PO

★A3.2. **Title.** Negative Mission Variance for No Construction Contracts/Handled by Other Agency.

A3.2.1. **Definition.** There are no construction contracts awarded in the United Kingdom. The British Public Service Administration awards the construction contracts.

A3.2.2. **Impact.** -7

A3.2.3. **Applicability.** RAF Lakenheath UK

★A3.3. **Title.** Positive/Negative Mission Variance for Population Support.

A3.3.1. **Definition.** Base population has a direct bearing on the overall contracting office. The Services and Commodities flights have been accounted for in the "core." This variance covers the other flights. Use base population determined in para 2.4 of the manuscript.

A3.3.2. **Impact:**

POPULATION RANGE	MANPOWER IMPACT
0-500	-5
501-1000	-4
1001-1500	-3
1501-2000	-2
2001-2500	-1
7000 - 9999	+3
greater than or equal to 10000	+7

A3.3.3. **Applicability.** Applies to bases with a contracting office.

A3.4. **Title.** Positive Mission Variance for Medical Treatment Facility Support.

A3.4.1. **Definition.** The size of the medical treatment facility has a direct bearing on the overall contracting office. The "core" base allows for a 20-bed medical facility. This variance accounts for medical facilities with more than 20 beds.

A3.4.2. Impact:

NUMBER OF BEDS	MANPOWER IMPACT
21 - 49	+1
50 or more	+2

A3.4.3. Applicability. Applies to bases where the medical treatment facility has more than 20 beds.

A3.5. Title. Positive Mission Variance for MAJCOM/Unified Command Support.

A3.5.1. Definition. MAJCOM/Unified Command support was not included in the "core" requirements.

A3.5.2. Impact:

WORKLOAD SUPPORTED	MANPOWER IMPACT
Unified Commands	+3
MAJCOM headquarters population less than or equal to 2200	+3
MAJCOM headquarters population greater than 2200	+6

A3.5.2.1. Workload Factor:

A3.5.2.2. Title. MAJCOM Headquarters Population.

A3.5.2.3. Definition. The total number of military and civilian (funded) authorizations in a MAJCOM headquarters.

A3.5.2.4. Source. Unit Manpower Document (UMD), File Part A, Organization Type Code (ORG TYPE) 'CM', and your appropriate MAJCOM Abbreviation (MAJ_ABRV).

A3.5.3. Applicability. Applies to bases that support a MAJCOM or a Unified Command.

A3.6. Title. Positive Mission Variance for Laboratory Support.

A3.6.1. Definition. Laboratory Support was not included in the "core" requirements.

A3.6.2. Impact. +10

A3.6.3. Applicability. Griffiss AFB NY

A3.7. Title. Positive Mission Variance for Laboratory OL/Test Group Support.

A3.7.1. Definition. Support for Laboratory Operating Locations with a Test Group was not included in the "core" requirements.

A3.7.2. Impact. +5

A3.7.3. Applicability. Holloman AFB NM

A3.8. Title. Positive Mission Variance for Air Force Civil Engineering Center Support.

A3.8.1. Definition. Support for the Air Force Civil Engineering Center was not included in the "core" requirements.

A3.8.2. Impact. +12

A3.8.3. Applicability. Tyndall AFB FL

A3.9. Title. Positive Mission Variance for Red Flag/Range Complex Support.

A3.9.1. **Definition.** Support for the Red Flag/Range Complex was not included in the "core" requirements.

A3.9.2. **Impact.** +7

A3.9.3. **Applicability.** Nellis AFB NV

★A3.10. **Title.** Positive Mission Variance for Various Missions Support.

A3.10.1. **Definition.** Support for the following missions was not included in the "core" requirement: Range Complex, FOA/DRU, Air Force Conference Center, Survival School, Inter-American AF Academy, COTSO, Ft Richardson Clinic, Dart Tow Contract, Port Buys, GOPARS, Special Operations School, Holbrook AFS, USAF Air Demon Squadron, USAF Weapons School, Leach Lake Range, Full Aircraft Maintenance Airfield Operations Contract, Det 1, 4444th Ops Sq, 10th Missile Warning System, Bare Base Support Group, 4th Satellite Warning Squadron, Mortuary Port of Entry Contract, USAF Academy Preparatory School, Frank J. Sieler Research Lab, Joint Warfare Center, Defense Printing Agency, USAF Legal Services Agency, Air Force Logistics Management Agency, Standard Systems Center, Air Force Historical Research Agency, or 908th Airlift Group.

A3.10.2. **Impact:** +1
+8 Maxwell AFB AL

A3.10.3. **Applicability.** Applies to bases that support each of the various missions listed above.

A3.11. **Title.** Positive Mission Variance for Various Operations Support.

A3.11.1. **Definition.** Support for the following operations was not included in the "core" requirements: Gila Bend, 1912 Computer Systems Group, Shemya, Galena, King Salmon, Wake Island, Foreign Aircraft Maintenance, Federal Law Enforcement Training Center, Five F-111 Squadron Wings, Aerial Port Operations.

A3.11.2. **Impact.** +2

A3.11.3. **Applicability.** Applies to bases that support each of the various operations listed above.

★A3.12. **Title.** Positive Mission Variance for German, Italian, Japanese, or Turkish Language.

A3.12.1. **Definition.** There is a basic difference in the time it takes a German, Italian, Japanese, or Turkish employee to accomplish any contracting tasks involving German, Italian, Japanese, or Turkish contractors. This increased time has no relationship to ability. It is a combination of the time it takes to translate or interpret documents and conversations and the time it takes to communicate basic cultural and business concepts to contractors and contracting officers.

A3.12.2. **Impact and Applicability:**

BASE	MANPOWER IMPACT
Misawa AB JA	+1
Spangdahlem AB GE	+1
Incirlik AB TU	+1
Aviano AB IT	+3
Kadena AB JA	+8
Yokota AB JA	+8

A3.13. **Title.** Positive Mission Variance for PACAF Inter-Service Support.

A3.13.1. **Definition.** Support for PACAF Inter-Service was not included in the "core" requirements.

A3.13.2. Impact and Applicability:

BASE	MANPOWER IMPACT
Kadena AB JA	+6
Yokota AB JA	+13

A3.14. Title. Positive Mission Variance for PACAF Regional Purchasing/Island GSU.

A3.14.1. Definition. Support for Hickam Central Overseas Purchasing Office (HiCOP). HiCOP is responsible for purchasing USA-made commodities for the PACAF area. Contracting is also required to perform site visits and quality assurance visits to contractors off-base.

A3.14.2. Impact. +7

A3.14.3. Applicability. Hickam AFB HI

A3.15. Title. Positive Mission Variance for Price Analysis.

A3.15.1. Definition. Normally, this workload is performed by MAJCOM Contracting Offices at CONUS locations; however, certain PACAF locations where a majority of the purchases are with the local economy perform this workload.

A3.15.2. Impact. +1

A3.15.3. Applicability. Elmendorf AFB AK, Hickam AFB HI, Kadena AB JA, Yokota AB JA, and USAF Academy CO.

A3.16. Title. Positive Mission Variance for Regional Medical Repair Center.

A3.16.1. Definition. Buying of parts to support the regionalized medical equipment repair center that covers all DoD activities within Alaska (Army, Air Force, Navy, Marines, etc.) and some civilian medical equipment via reciprocal agreements for service to military personnel was not included in the "core" requirements.

A3.16.2. Impact. +7

A3.16.3. Applicability. Elmendorf AFB AK

A3.17. Title. Positive Mission Variance for Aerospace Maintenance and Aircraft Regeneration Center (AMARC) Support.

A3.17.1. Definition. Support for the AMARC was not included in the "core" requirements.

A3.17.2. Impact. +6

A3.17.3. Applicability. Davis-Monthan AFB AZ

A3.18. Title. Positive Mission Variance for Alaskan Remote Radar Site Support.

A3.18.1. Definition. The 5 separate base supply accounts and 2 separate CE accounts supporting 17 remote radar sites result in duplication of types of requirements without the efficiency of consolidation. This support was not provided for in the "core" requirements.

A3.18.2. Impact. +8

A3.18.3. **Applicability.** Elmendorf AFB AK

A3.19. Title. Positive Mission Variance for Government Operated Civil Engineering Supply Store/Civil Engineering Materiel Acquisition System (GOCESS/CEMAS)/Civil Engineering Dedicated Buyer.

A3.19.1. **Definition.** Dedicated support for Civil Engineering (GOCESS or CEMAS) was not included in the "core" requirements.

A3.19.2. **Impact:**

BASE	POPULATION	MANPOWER IMPACT
	C.E. OPERATIONS FLIGHT	
less than 6400	less than 250	+1
less than 6400	greater than or equal to 250	+2
greater than or equal to 6400	less than 250	+3
greater than or equal to 6400	greater than or equal to 250	+4

A3.19.2.1. **Workload Factors:**

A3.19.2.2. Base Population (use Base Population as determined in para 2.4).

A3.19.2.3. **Title.** C.E. Operations Flight.

A3.19.2.3.1 **Definition.** The total number of military and civilian (funded) authorizations, excluding CMEs, in a C.E. Operations Flight.

A3.19.2.3.2. **Source.** Unit Manpower Document (UMD), File Part A, Functional Account Code (FAC) Title, C.E. Operations Flight.

A3.19.3. **Applicability.** Applies to locations with a GOCESS or a dedicated support to Civil Engineering such as CEMAS.

A3.20. Title. Positive Mission Variance for Increased Medical Treatment Support.

A3.20.1. **Definition.** Contracting support for Cannon's base hospital has risen enormously to meet the rash of pharmaceutical and outpatient service needs of a 20-bed hospital attempting to service a larger populace. In order to handle the 20 percent increase in base population, contracting requirements for major construction projects, in-house contract services, outpatient services, medical equipment, and medications have risen by 30 percent. The "core" requirements did not account for this type of support.

A3.20.2. **Impact.** +1

A3.20.3. **Applicability.** Cannon AFB NM

★**A3.21. Title.** Positive Mission Variance for Section 801 Housing Projects.

A3.21.1. **Definition.** Support for bases with Section 801 Housing Projects Authorized under 10 U.S.C. 2828 Section 801 of Military Family Housing Act of 1984 was not accounted for in the "core" requirements.

A3.21.2. **Impact.** +1

A3.21.3. **Applicability.** Cannon AFB NM, Hurlburt AFB FL, Ellsworth AFB SD, and Andrews AFB MD

A3.22. Title. Positive Mission Variance for 99th Tactics and Training Wing (TATW) Support.

A3.22.1. **Definition.** Support providing all normal services relating to the procurement of administrative equipment, supplies, and services for the 99th Tactics and Training Wing was not included in the "core" requirements.

A3.22.2. **Impact.** +2

A3.22.3. **Applicability.** Ellsworth AFB SD

A3.23. Title. Positive Technological Variance for Contingency Supply Support Activity (CSSA).

A3.23.1. **Definition.** Centralized acquisition support is provided for exercises, contingencies, peacetime applications; and support is provided to an automated supply system for geographically separated units. This type of support was not included in the "core" requirements.

A3.23.2. **Impact.** +2

A3.23.3. **Applicability.** Langley AFB VA

A3.24. Title. Positive Mission Variance for Support of Clear Air Force Station, Alaska.

A3.24.1. **Definition.** Support for the Clear Air Force Station was not included in the "core" requirements.

A3.24.2. **Impact.** +1

A3.24.3. **Applicability.** Eielson AFB AK

A3.25. Title. Positive Mission Variance for Support of Cope Thunder, PACAF Alaska Range Complex.

A3.25.1. **Definition.** Support for Cope Thunder Exercises was not included in the "core" requirements.

A3.25.2. **Impact.** +3

A3.25.3. **Applicability.** Eielson AFB AK

★**A3.26. Title.** Positive Mission Variance for the Specialized Contracting Flight.

A3.26.1. **Definition.** Workload for a Specialized Contracting Flight was not accounted for in the "core" requirements.

A3.26.2. **Impact and Applicability:**

BASE	MANPOWER IMPACT
MacDill AFB FL	+5
Sheppard AFB TX	+8
Hickam AFB HI	+9
Nellis AFB NV	+10
Tyndall AFB FL	+11
Yokota AB, JA	+14
Randolph AFB TX	+14
Elmendorf AFB AK	+17
Offutt AFB NE	+20
Lackland AFB TX	+28

A3.27. Title: Positive Mission Variance for Contracting Support Staff.

A3.27.1. **Definition.** The USAF Academy Operational Contracting Office is aligned under the Headquarters Squadron. The Contracting Division works for the Director of Logistics. USAFA is not aligned as an objective wing

base; consequently, the contracting Division is not a squadron. Since the Commanders Support Staff AFMS does not apply to the Academy, this variance accounts for the Contract Operations and Oversight function.

A3.27.2. Impact:

POSITION/TITLE	MANPOWER IMPACT
Director of Operational Contracting	+1
-- Convert one Captain to Major when total contracting population is 25 - 41.	
-- Convert one Major to Lieutenant Colonel when Contracting population is 50+.	
Information Management Specialist	+1
-- Convert one 6C051 to 3A051	
Director of Contract Operations	+1
Senior Contracting NCO	+1

A3.27.3. Applicability. USAF Academy CO

A3.28. Title. Positive Mission Variance for USAF Academy Unique Requirements.

A3.28.1. Definition. Workload to support the Dean of Faculty for Academics, the Commandant for Military Training and Instruction, and the Athletic Director was not accounted for in the "core" requirements. These three organizations support approximately 4200 cadets and are unique to the USAF Academy.

A3.28.2. Impact: +16

A3.28.3. Applicability. USAF Academy CO

★A3.29. Title. Positive Mission Variance for Full Food Service Contract Administration.

A3.29.1. Definition. Support for the administration of Full Food Service Contracts supporting multiple dining facilities, central food preparation centers, and bakeries was not provided for in the "core" requirements.

A3.29.2. Impact and Applicability:

BASE	MANPOWER IMPACT
Keesler AFB MS	+1
Sheppard AFB TX	+1
Maxwell AFB AL	+1
Lackland AFB TX	+2

★A3.30. Title. Positive Mission Variance for Increased Base Support Operations.

A3.30.1. Definition. Support for expanded Civil Engineering Squadron operations was not included in the "core" requirements. This support includes the Basic Training Area, Defense Language Institute Training Area, Department of Defense Guard Dog Training Facility, Wilford Hall Medical Center Facilities, one-of-a-kind electrical power supply plant, Wilford Hall grounds maintenance and Medina Air Station.

A3.30.2. Impact and Applicability:

BASE	MANPOWER IMPACT
Maxwell AFB AL	+8
Lackland AFB TX	+9

A3.31. Title. Positive Mission Variance for MAJCOM Staff Activities.

A3.31.1. **Definition.** The size of the Contracting Staff at AFSOC is minimal; therefore, the contracting staff activities that would normally be handled at MAJCOM level are handled at squadron level. This type of support was not included in the "core" requirements.

A3.31.2. **Impact.** +2

A3.31.3. **Applicability.** Hurlburt AFB FL

A3.32. Title. Positive Mission Variance for Deployed Contracting Support Funded by Special Operations Funding (SOF).

A3.32.1. **Definition.** Support for deployed contracting for the Special Mission Plans Division, Special Operations Group and 1st Special Operations Wing was not provided for in the "core" requirements.

A3.32.2. **Impact.** +2

A3.32.3. **Applicability.** Hurlburt AFB FL

★**A3.33. Title.** Positive Mission Variance for Air University Unique Requirements.

A3.33.1. **Definition.** Contracting support provided to the following specialized colleges or schools: Air War College, College for Aerospace Doctrine Research and Education, Aerospace Research Institute, Squadron Officer School, College for Enlisted Professional Military Education, Air Force Officer Training School, USAF Senior NCO Academy, USAF First Sergeant Academy, International Officer School, USAF Chaplain Service Institute, The Air Force Judge Advocate General School, DoD-Wide Professional Military Comptroller School, Academic Instructor School, Air Force Human Resource Management School, Air Force Quality Institute, Community College of the Air Force, Education Career Institute, USAF Legal Services Agency, Air Force Chaplains Group, and the Air University Library.

A3.33.2. **Impact.** +26

A3.33.3. **Applicability.** Maxwell AFB AL

★**A3.34. Title.** Positive Mission Variance for Administration of Service Contracts (Non-A76 Cost Contracts only).

A3.34.1. **Definition.** BCAS award purchase request. Average monthly number of service contracts administered for a 12-month period. Apply monthly average to workload conversion table below. Contracts awarded as a result of an A-76 cost comparison study are not included.

A3.34.2. **Impact:** Workload Conversion Table

SERVICE CONTRACTS	MANPOWER IMPACT
34-38	+1
39-43	+2
44-48	+3
49 and up	+4

A3.34.3. **Applicability.** Applies to bases where the number of service contracts administered exceeds 33.

★**A3.35. Title.** Positive Mission Variance for Contract Administration of A-76 Contracts.

A3.35.1. **Definition.** The number of contract administration positions, required as a result of A-76 cost comparison contracts, are determined by the Most Efficient and Cost Effective In-House Organization (MEO) developed in accordance with AFP 26-12.

A3.35.2. **Impact.** Determined by MEO range. Refer to AFP 26-12, para 10-13 and Figure 10-18

A3.35.3. **Applicability.** Applies to bases with A-76 contracted functions.

★A3.36. **Title.** Positive Mission Variance for Quality Assurance Evaluator Program Coordinator (QAEPC).

A3.36.1. **Definition.** The QAEPC is the individual designated by the contracting squadron commander to manage the installation QAE Program (QAEPC). QAEPC establishes and maintains the QAEPC to implement and oversee the requirements of AFM 64-108, *Service Contracts*.

A3.36.2. **Impact.** +1

A3.36.3. **Applicability.** Applies to bases with a need to establish a full-time QAEPC position.

★A3.37. **Title.** Positive Mission Variance for International Merchant Purchase Authorization Card (IMPAC) Program Manager.

A3.37.1. **Definition.** The installation IMPAC program manager manages the IMPAC program, provides training, and performs surveillance. IMPAC program manager is the point of contact with the Rocky Mountain Bank Card System on such issues as late payments or programs with IMPAC cardholders.

A3.37.2. **Impact.** +1

A3.37.3. **Applicability.** Applies to bases with a need to establish a full-time IMPAC position.

PROCESS ANALYSIS SUMMARY**OPERATIONAL CONTRACTING**

PROCESS TITLE	PROCESS TIME (MAN-HOURS)	ANNUAL PROJECTED WORKLOAD	FRACTIONAL MANPOWER
Solicitation and Administration of a Service Contract	964.2	Award 11 Contracts & Administer 33 Contracts Annually & 66 Modifications	5.50
Award/Administration of a Small Purchase	3.015	Award 4694 Purchase Orders, 14 BPAs & 576 Modifications	7.34
Solicitation, Award, and Administration of a Construction Contract	284.88	Award 44 Contracts & 50 Orders & 150 Modifications	6.50
Solicitation, Award, and Administration of an Architect-Engineering Requirement	482.10	Award & Administer 2 Contracts & 10 Orders	.50
Solicitation, Award, and Administration of a Commodities Contract	289.26	7 Awards and 3 Modifications	1.05
Process an Electronically Transmitted Demand	0.301	9940 Demands	1.55
Process a Computer-Generated Order	1.168	908 Orders	0.55
Process a Manually Transmitted Demand	0.728	4237 Demands	1.60
Input to a Bidders Mailing List	1.861	1347 Requests	1.30
Administration of a Contract Awarded Elsewhere	192.84	1 Contract	.10
★Director of Contract Operations	N/A	N/A	1.00
★Senior Contracting NCO	N/A	N/A	1.00
Note: Processes are in priority order.		TOTAL MANPOWER	28.00